

INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

USER GUIDE

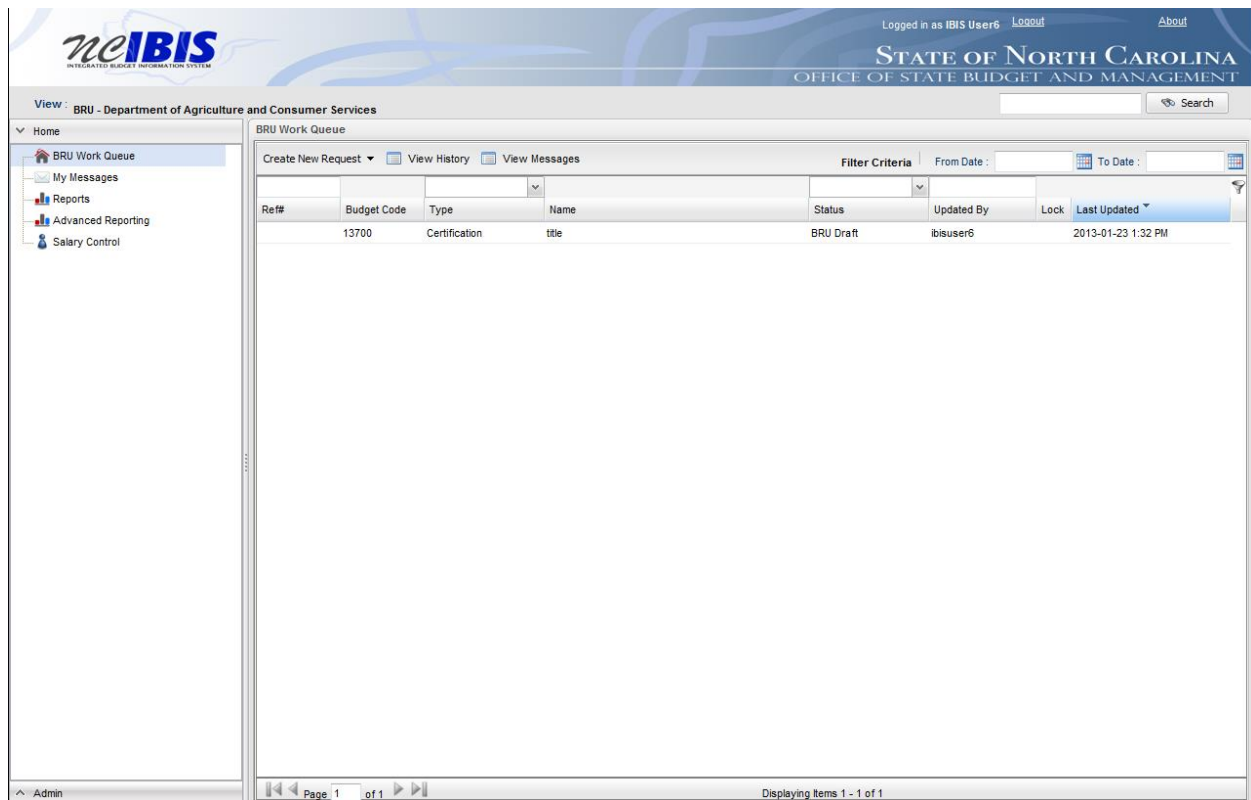
ALLOTMENT - CAPITAL

PREFACE

This training guide describes how to use IBIS to complete a Capital allotment form. For policy guidance regarding allotments, please consult the [State Budget Manual](#).

ALLOTMENT – CAPITAL

Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.



The screenshot shows the neIBIS interface for the BRU Work Queue. The top header includes the neIBIS logo, the text "STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT", and user information: "Logged in as IBIS User6", "Logout", and "About". Below the header, a "View" dropdown menu is set to "BRU - Department of Agriculture and Consumer Services". A left sidebar contains navigation links: Home, BRU Work Queue (selected), My Messages, Reports, Advanced Reporting, and Salary Control. The main content area is titled "BRU Work Queue" and includes buttons for "Create New Request", "View History", and "View Messages". It also features "Filter Criteria" and date range selectors ("From Date", "To Date"). A table displays the following data:

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	13700	Certification	title	BRU Draft	ibisuser6		2013-01-23 1:32 PM

At the bottom, there is a pagination bar showing "Page 1 of 1" and "Displaying Items 1 - 1 of 1".

Find the View field in the upper left corner. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.

View: BRU - Department of Agriculture and Consumer Services

BRU Work Queue

Create New Request View History View Messages

Filter Criteria From Date: To Date:

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
13700	Certification	title		BRU Draft	ibisuser6		2013-01-23 1:32 PM

Page 1 of 1 Displaying Items 1 - 1 of 1

Click on the Create New Request dropdown list in the middle of the screen.

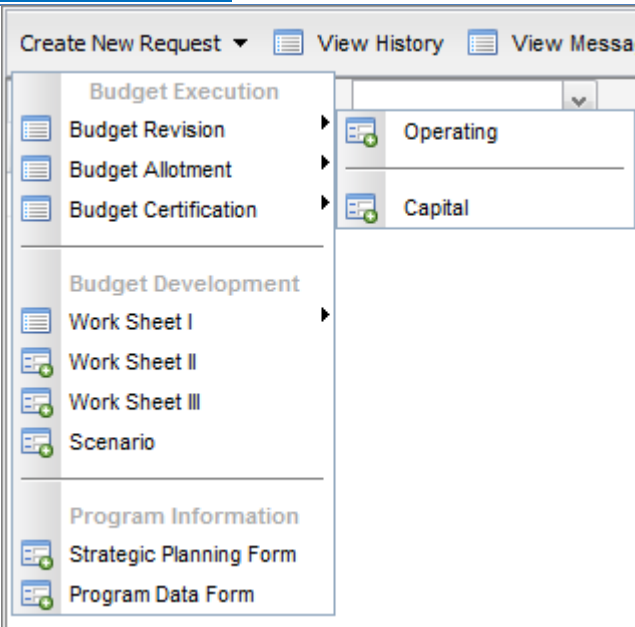
BRU Work Queue

Create New Request View History View Messages

Filter Criteria From Date: To Date:

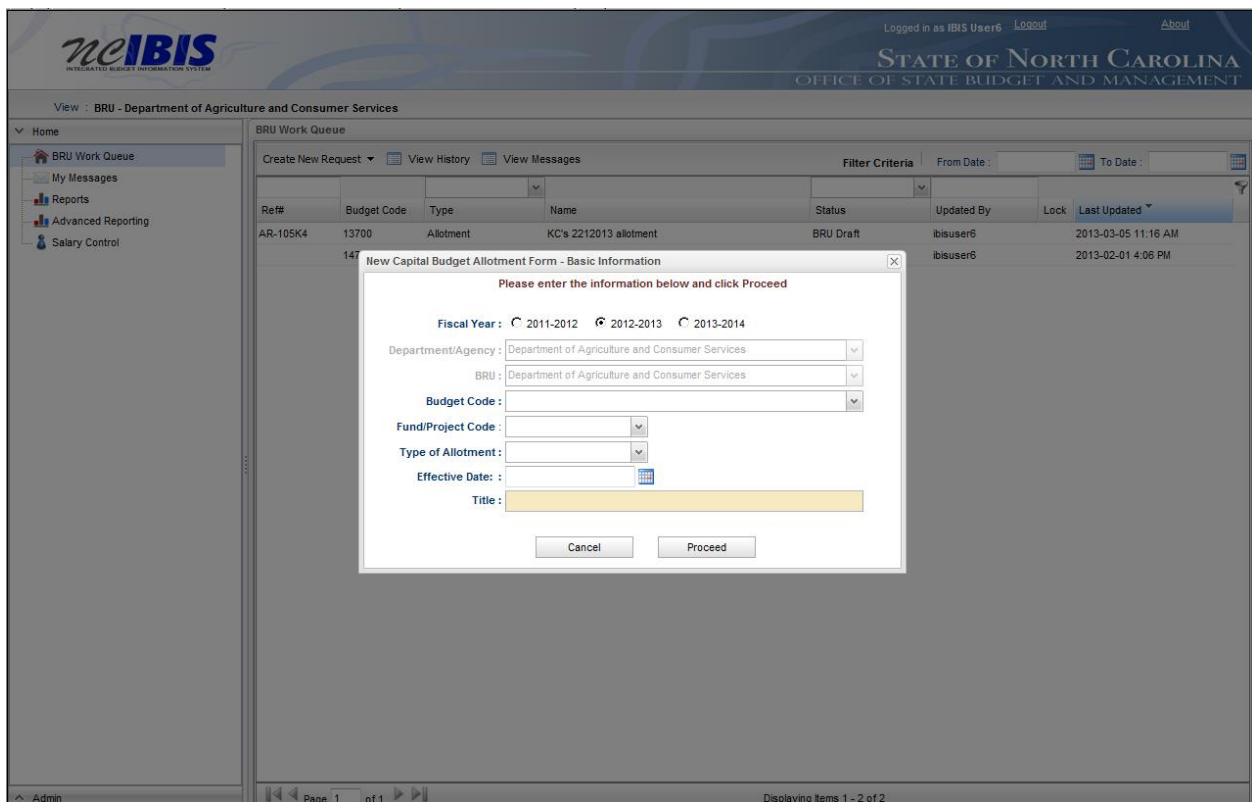
Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
13700	Certification	title		BRU Draft	ibisuser6		2013-01-23 1:32 PM

When you click on 'Create New Request', the drop-down will display the following:



The screenshot shows the ncIBIS application menu. The 'Budget Execution' section is expanded, showing 'Budget Revision', 'Budget Allotment', and 'Budget Certification'. The 'Budget Allotment' option is further expanded, showing 'Operating' and 'Capital' sub-options. The 'Capital' option is highlighted with a green plus icon.

Click on the Budget Allotment – Capital option on the menu. You will see a New Capital Budget Allotment Form – Basic Information window.



The screenshot shows the 'New Capital Budget Allotment Form - Basic Information' window. The window is titled 'Please enter the information below and click Proceed'. It contains the following fields:

- Fiscal Year: 2011-2012, 2012-2013, 2013-2014 (radio buttons)
- Department/Agency: Department of Agriculture and Consumer Services (dropdown)
- BRU: Department of Agriculture and Consumer Services (dropdown)
- Budget Code: (dropdown)
- Fund/Project Code: (dropdown)
- Type of Allotment: (dropdown)
- Effective Date: (calendar icon)
- Title: (text input field)

At the bottom of the window are 'Cancel' and 'Proceed' buttons. The background shows the main application interface with a table of budget items.

Re#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
AR-105K4	13700	Allotment	KC's 2212013 allotment	BRU Draft	ibisuser6		2013-03-05 11:16 AM
147					ibisuser6		2013-02-01 4:06 PM

The first field allows you to select the Fiscal Year for the allotment request. Click on the radio button next to the appropriate Fiscal Year. Only one Fiscal Year may be selected at a time.



Note the next two fields labeled Department/Agency and BRU.



In most cases, you only have access to your department/agency, so it will default to your Department/Agency. If you have access to multiple departments and/or agencies, those you have access to will appear in the drop-down for you to select from.

Click on the dropdown arrow for the Budget Code field. You will see a list of valid Budget Codes for the selected Department/Agency and BRU.

New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code :

Fund/Project Code : 40017 DACS-CI 2000

Type of Allotment : 40100 Kaycee's Test Budget Code

Effective Date : 40368 Depart of Agriculture & Consumer Services - 2003 COPs R&

Title : 40417 DACS CI 2004

40517 AGRICULTURE AND CONSUMER SERVICES CI 2005

40617 AGRICULTURE AND CONSUMER SERVICES CI 2006

40717 AGRICULTURE AND CONSUMER SERVICES CI 2007

40817 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

40873 Agriculture Special Indebtedness

40917 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

40968 AGRICULTURE - R&R BONDS

41017 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

41068 AGRICULTURE - R&R SI

41117 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

41217 Department of Agriculture and consumer services

Use the pointer to select the appropriate Budget Code from the list. Once selected, you will see that the field is populated with the Budget Code selected and the Budget Code list disappears.

New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

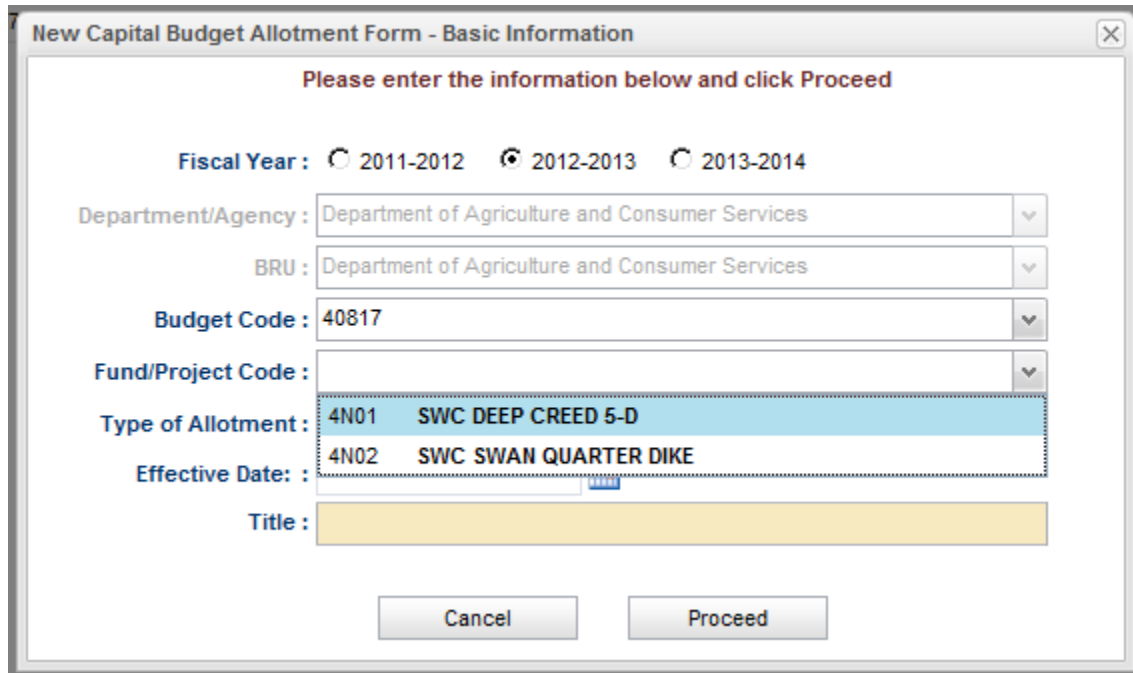
Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Click on the dropdown arrow for the Fund/Project Code field. You will see a list of valid Fund Project Codes for the selected Department/Agency, BRU and Budget Code



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

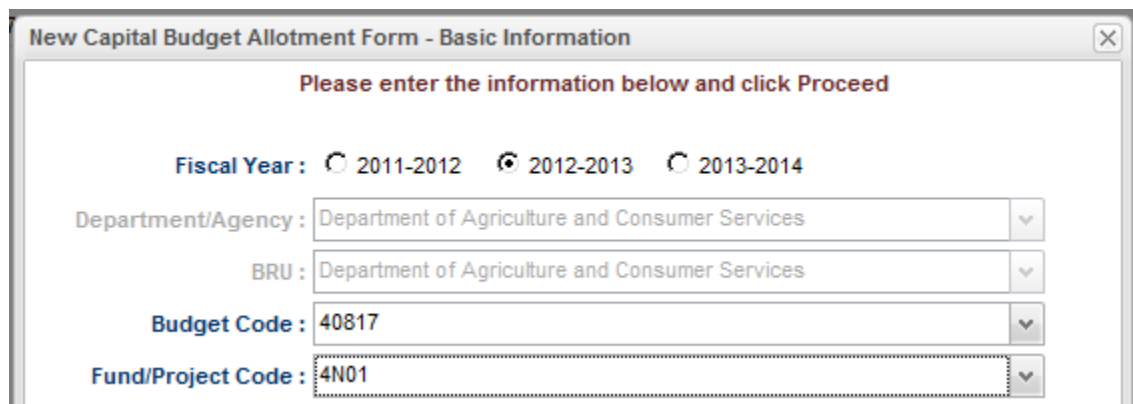
Budget Code : 40817

Fund/Project Code :
 4N01 SWC DEEP CREED 5-D
 4N02 SWC SWAN QUARTER DIKE

Type of Allotment :
 Effective Date :
 Title :

Cancel Proceed

Use the pointer to select the appropriate Fund/Project Code from the list. Once selected, you will see that the field is populated with the Fund/Project Code selected and the Fund/Project Code list disappears.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

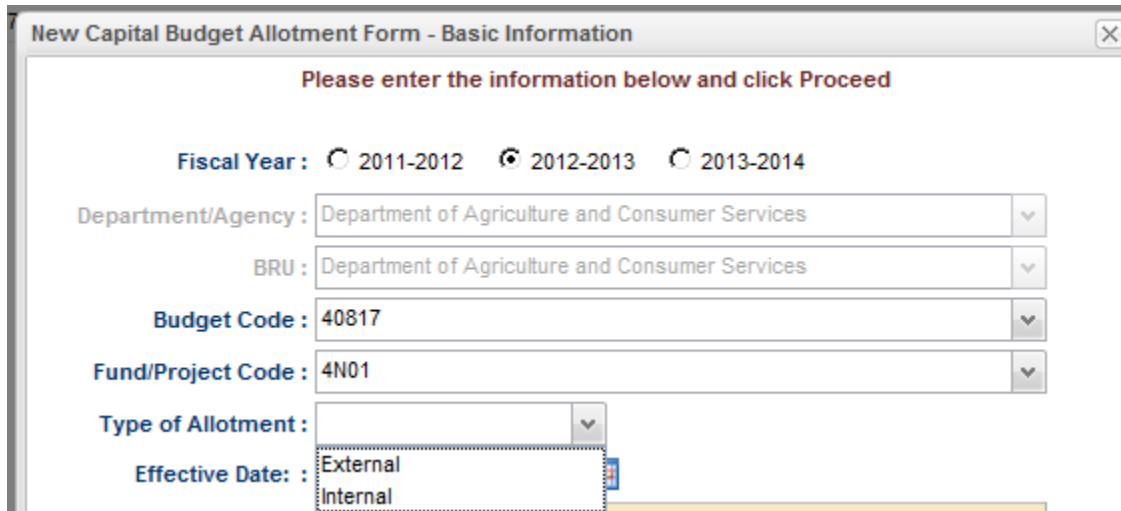
BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Fund/Project Code : 4N01

Proceed

Click on the dropdown arrow for the Type of Allotment field. Two choices will appear in the dropdown list: External and Internal.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

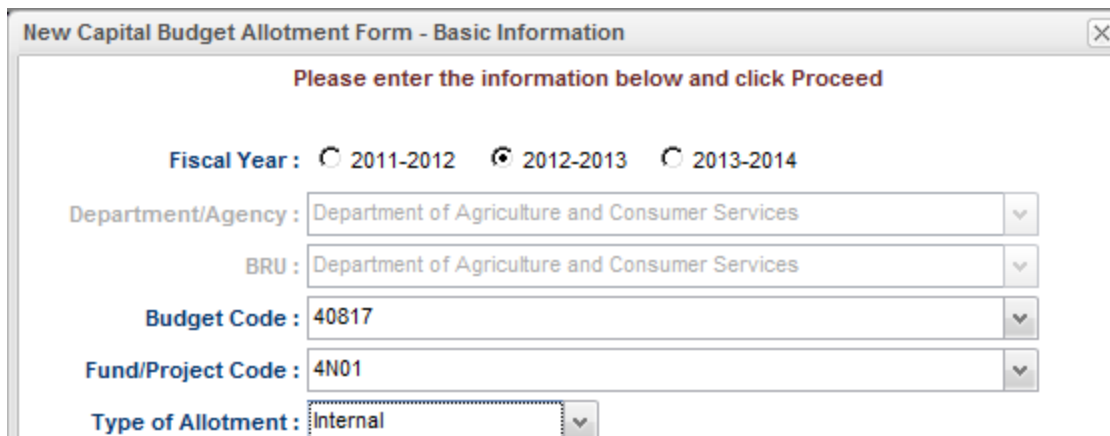
Budget Code : 40817

Fund/Project Code : 4N01

Type of Allotment :
 External
 Internal

Effective Date :

Use the pointer to select the appropriate Type of Allotment from the list. Once selected, you will see that the field is populated with the Type of Allotment selected and the Type of Allotment list disappears.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Fund/Project Code : 4N01

Type of Allotment : Internal

Effective Date :

In the Effective Date field, you may type in the effective date for the allotment being created (format: MM/DD/YYYY) or you may select the date by clicking on the small calendar icon next to the field.

New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014


Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Fund/Project Code : 4N01

Type of Allotment : Internal

Effective Date : 

Title :

Cancel Proceed

Once the calendar icon is clicked, the following will show.

New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014


Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Fund/Project Code : 4N01

Type of Allotment : Internal

Effective Date : 

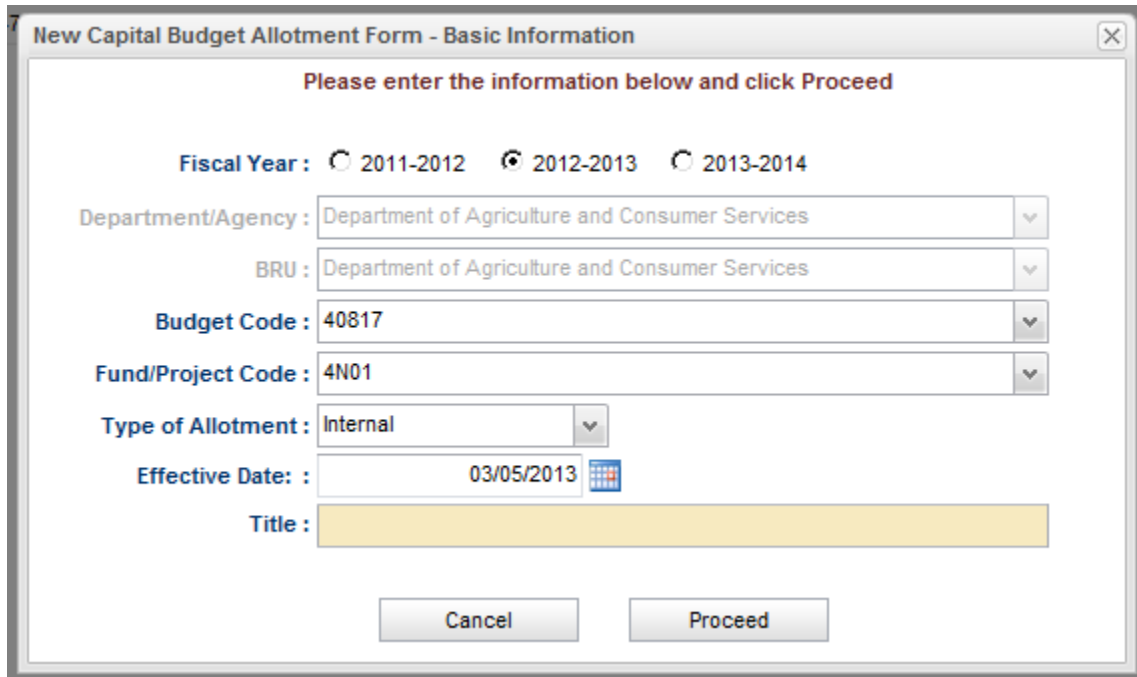
Title :

Calendar popup showing March 2013:

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today Cancel

Once complete, the date appears in the field as entered.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Fund/Project Code : 4N01

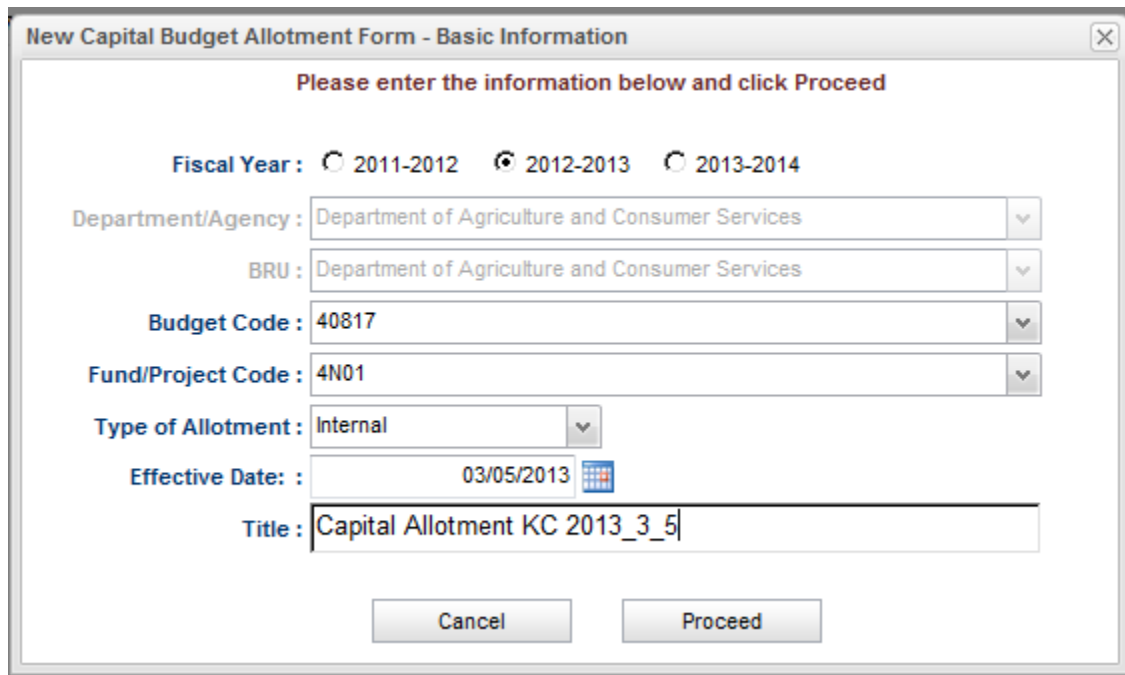
Type of Allotment : Internal

Effective Date : 03/05/2013

Title :

Cancel Proceed

The Title field is a free form entry field. Type a title for the allotment request.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Fund/Project Code : 4N01

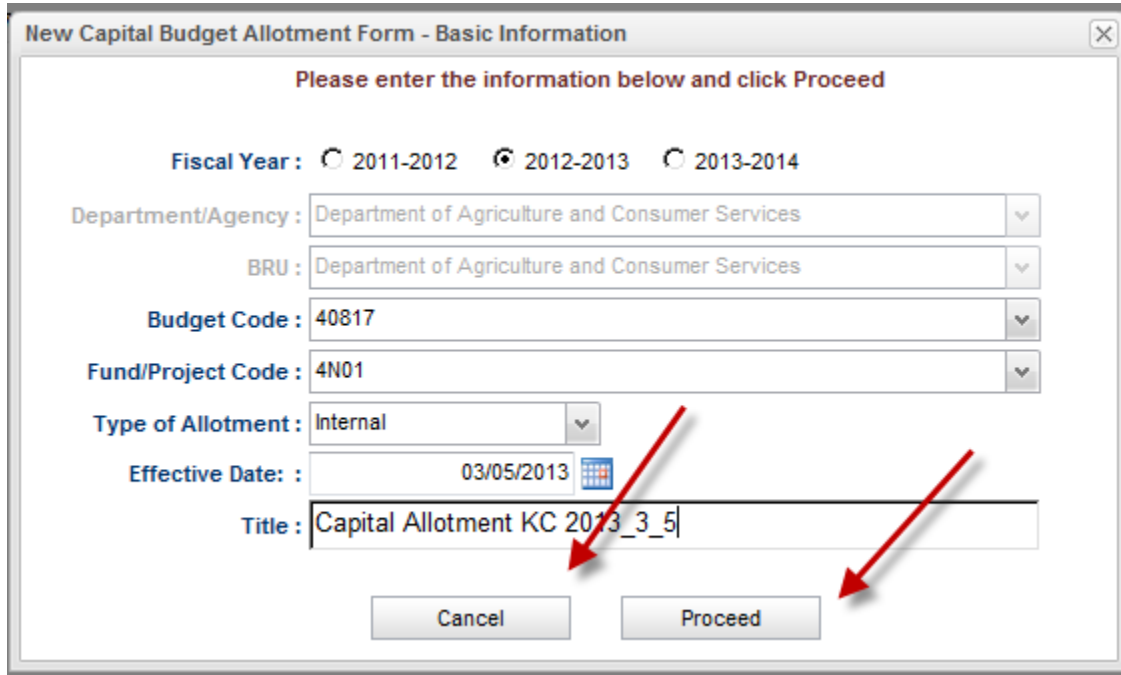
Type of Allotment : Internal

Effective Date : 03/05/2013

Title : Capital Allotment KC 2013_3_5

Cancel Proceed

The final action to take on the New Capital Budget Allotment Form – Basic Information window is to click on the Cancel or Proceed button. If you click on the Cancel button, the window closes, nothing is saved, and you return to the Work Queue. If you are satisfied with your entries and want to continue on, click on the Proceed button.



New Capital Budget Allotment Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817

Fund/Project Code : 4N01

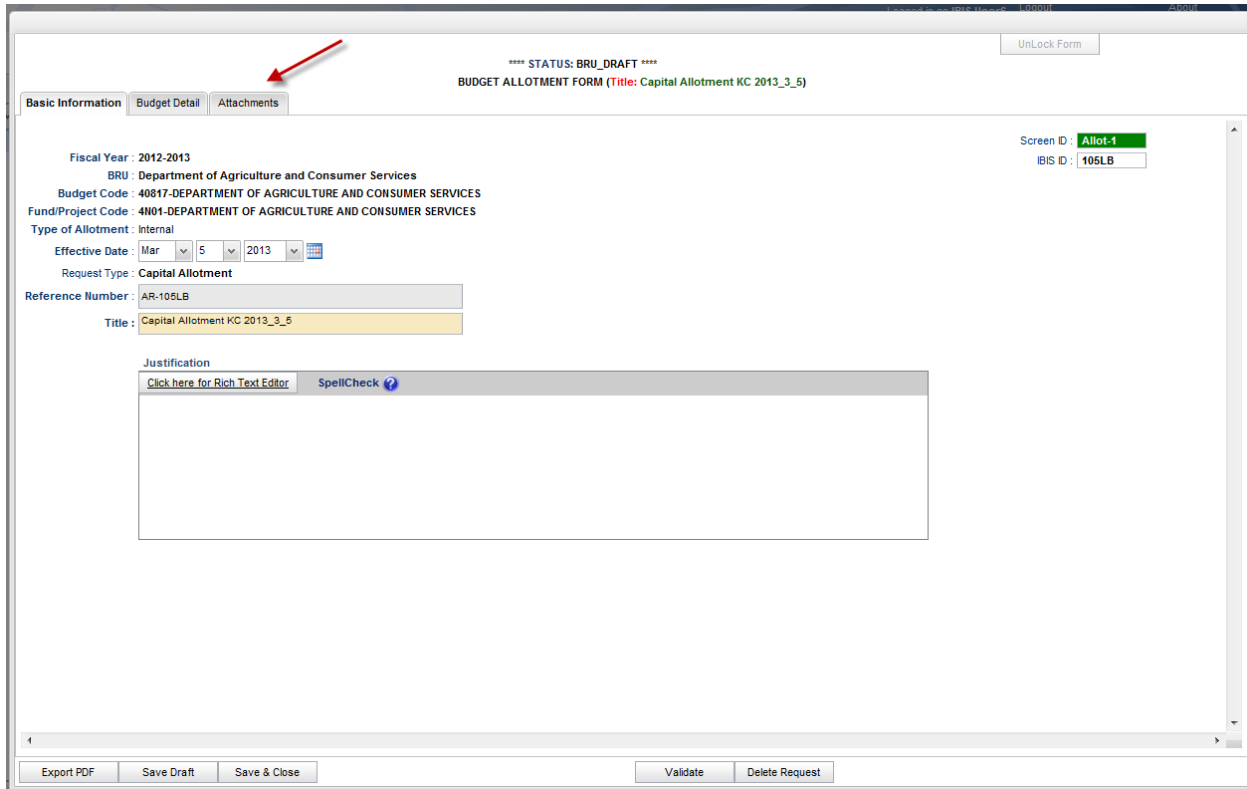
Type of Allotment : Internal

Effective Date : 03/05/2013

Title : Capital Allotment KC 2013_3_5

Cancel Proceed

If you clicked Proceed, you will see a Budget Allotment form open. Note: The form's three tabs (Basic Information, Budget Detail, and Attachments) will appear in the upper left corner of the screen as highlighted below.



**** STATUS: BRU_DRAFT ****

BUDGET ALLOTMENT FORM (Title: Capital Allotment KC 2013_3_5)

UnLock Form

Basic Information Budget Detail Attachments

Fiscal Year : 2012-2013
BRU : Department of Agriculture and Consumer Services
Budget Code : 40817-DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
Fund/Project Code : 4M01-DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
Type of Allotment : Internal
Effective Date : Mar 5 2013
Request Type : Capital Allotment
Reference Number : AR-105LB
Title : Capital Allotment KC 2013_3_5

Screen ID : Allot-1
IBIS ID : 105LB

Justification
Click here for Rich Text Editor SpellCheck

Export PDF Save Draft Save & Close Validate Delete Request

This user guide will only address the first two tabs: Basic Information and Budget Detail. The third tab, the Attachments tab, is addressed in a different user guide that can be found [here](#).

Upon opening a form, the Basic Information screen comes to the forefront as shown below. It is the default position when creating a new or opening an existing form.

[UnLock Form](#)

**** STATUS: BRU_DRAFT ****

BUDGET ALLOTMENT FORM (Title: Capital Allotment KC 2013_3_5)

Basic Information | Budget Detail | Attachments

Fiscal Year : 2012-2013

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817-DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Fund/Project Code : 4N01-DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Type of Allotment : Internal

Effective Date : Mar 5 2013

Request Type : Capital Allotment

Reference Number : AR-105LB

Title : Capital Allotment KC 2013_3_5

Justification

[Click here for Rich Text Editor](#) [SpellCheck](#)

Screen ID : Allot-1

IBIS ID : 105LB

[Export PDF](#) [Save Draft](#) [Save & Close](#)

[Validate](#) [Delete Request](#)

Verify the information displayed in the following fields – all but Committee Report Item Number, Committee Report Item Title, Adjustment Recurrence and Budget Adjustment Type are non-editable.

Fiscal Year: The form will show the Fiscal Year selected in the initiation window

BRU: The Department/Agency that is associated with your IBIS ID and shown/elected in the initiation window

Budget Code: The Budget Code selected in the initiation window

Fund/Project Code: The Fund/Project Code selected in the initiation window

Type of Allotment: Indicates that this is an Internal Allotment (as opposed to a Capital Allotment)

Effective Date: The date you entered in the initiation window

Request Type: Indicates that this is a Capital Allotment (as opposed to an Operating Allotment)

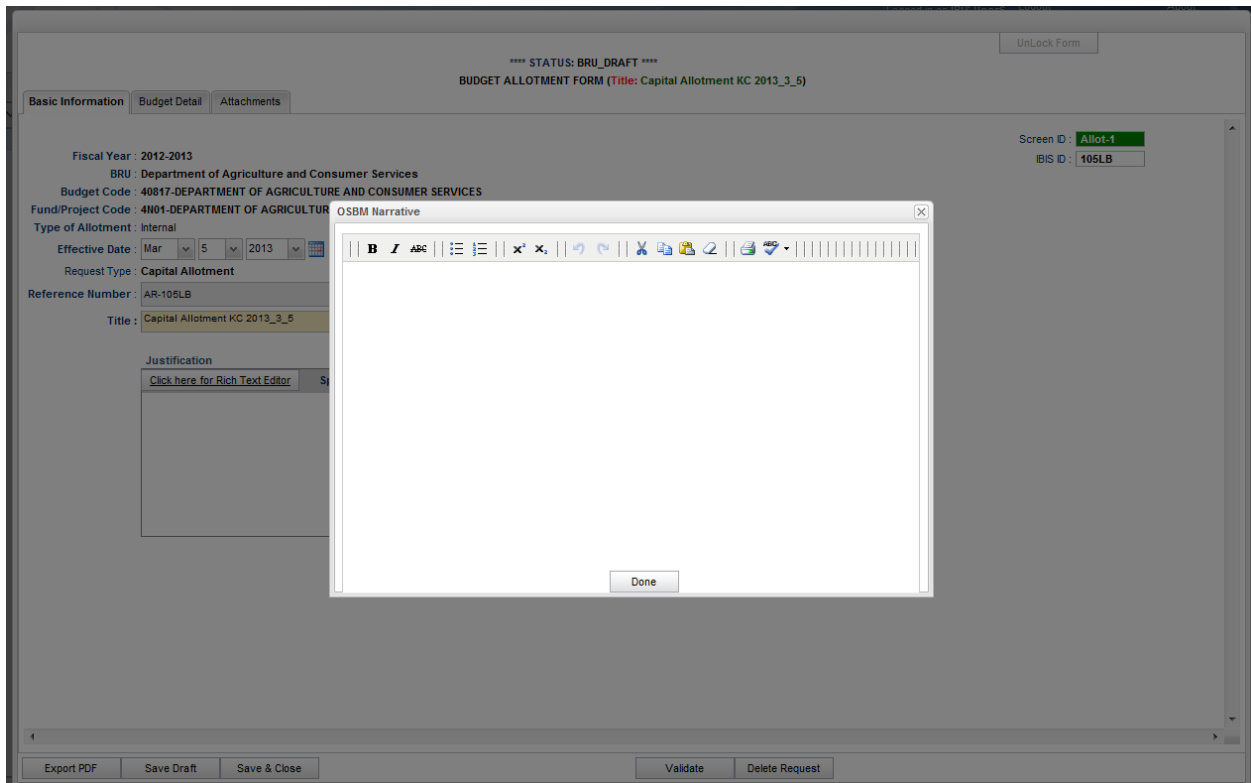
Reference Number: Displays a system generated reference number unique to this allotment request

Title: Displays the title you entered in the initiation window

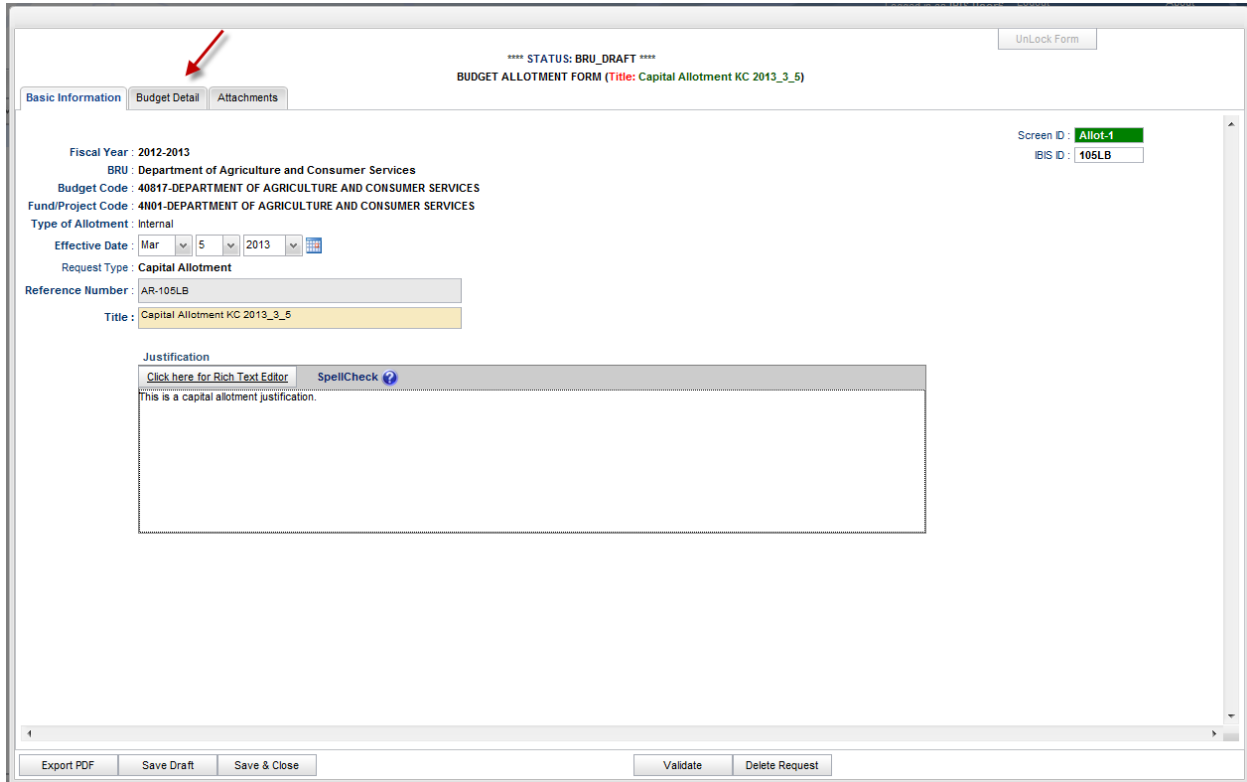
Click in the Justification field to enter text or you may click on the underscored link to the Rich Text Editor, where it says “Click here for Rich Text Editor.”



If you click on the underscored link for Rich Text Editor, a window will come up as shown below where you enter a justification. Advantages to entering a justification in the Rich Text Editor field is that you can apply a spell checker plus formatting options.



Enter the appropriate information in the Justification field and click on the Budget Detail tab at the top of the form to continue filling out the form.



**** STATUS: BRU_DRAFT ****

UnLock Form

BUDGET ALLOTMENT FORM (Title: Capital Allotment KC 2013_3_5)

Basic Information Budget Detail Attachments

Fiscal Year : 2012-2013

BRU : Department of Agriculture and Consumer Services

Budget Code : 40817-DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Fund/Project Code : 4N01-DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Type of Allotment : Internal

Effective Date : Mar 5 2013

Request Type : Capital Allotment

Reference Number : AR-105LB

Title : Capital Allotment KC 2013_3_5

Screen ID : Allot-1

IBIS ID : 105LB

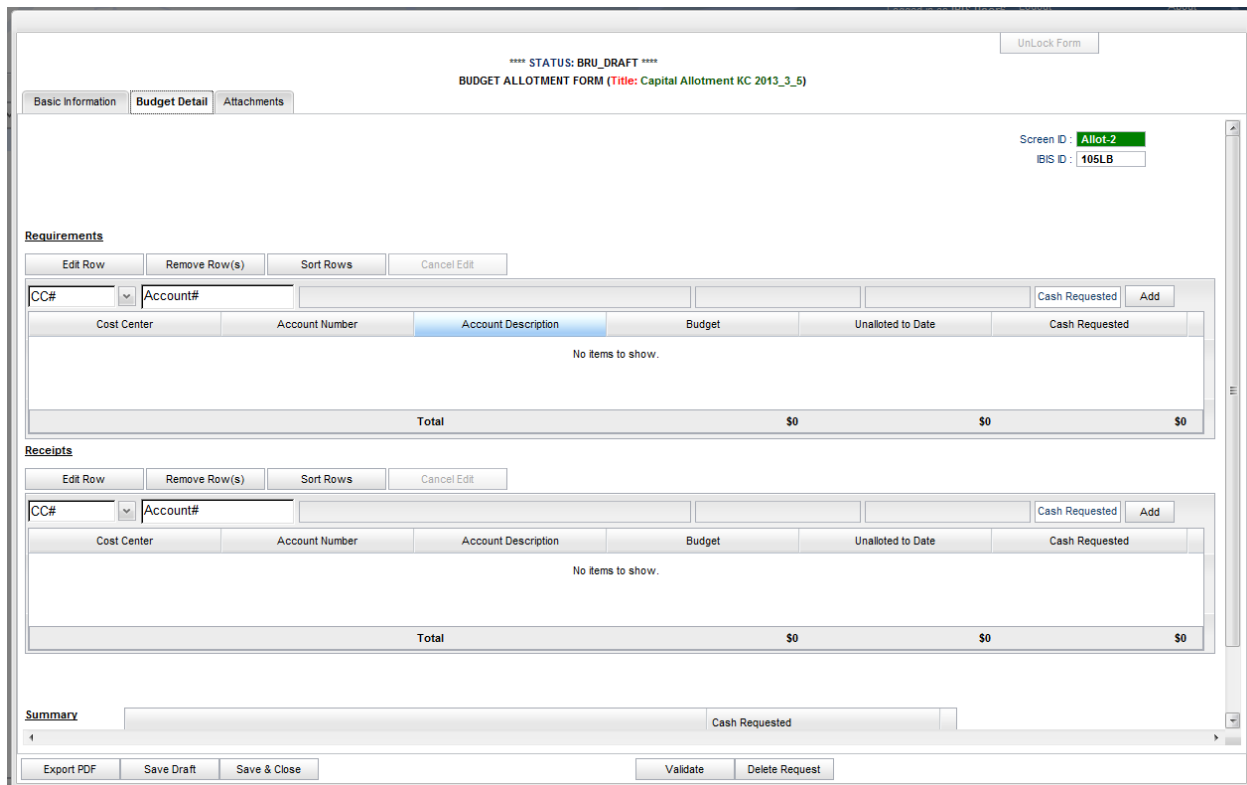
Justification

[Click here for Rich Text Editor](#) [SpellCheck](#)

This is a capital allotment justification.

Export PDF Save Draft Save & Close Validate Delete Request

After clicking the tab, the Budget Detail tab will appear as shown below.



**** STATUS: BRU_DRAFT ****

BUDGET ALLOTMENT FORM (Title: Capital Allotment KC 2013_3_5)

Screen ID : Allot-2
IBIS ID : 105LB

Basic Information **Budget Detail** Attachments

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

CC# Account# Cash Requested Add

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
No items to show.					
Total			\$0	\$0	\$0

Receipts

Edit Row Remove Row(s) Sort Rows Cancel Edit

CC# Account# Cash Requested Add

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
No items to show.					
Total			\$0	\$0	\$0

Summary

Cash Requested

Export PDF Save Draft Save & Close Validate Delete Request

The Budget Detail tab displays three sections: Requirements, Receipts and Summary.

The Requirements section displays four buttons: Edit Row, Remove Row(s), Sort Rows and Cancel Edit:

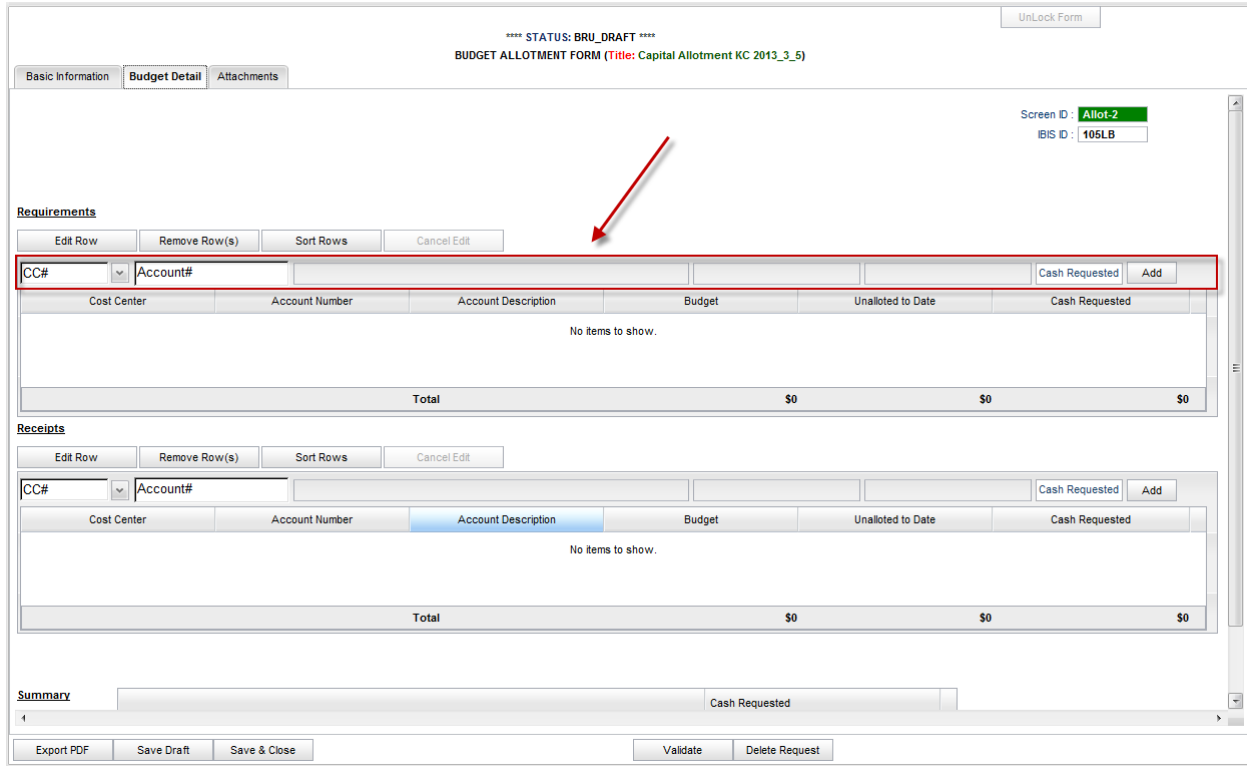
Requirements



Edit Row Remove Row(s) Sort Rows Cancel Edit

The above buttons can only be utilized once rows have been created. Since we are developing a new Capital Allotment form, we will look first at adding rows then return to describe the functionality associated with these buttons.

To Add a Row, you will work with the fields outlined with a red box below:



**** STATUS: BRU_DRAFT ****
UnLock Form

BUDGET ALLOTMENT FORM (Title: Capital Allotment KC 2013_3_5)

Basic Information Budget Detail Attachments

Screen ID : Allot-2
IBIS ID : 105LB

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

CC# Account# Cash Requested Add

Cost Center Account Number Account Description Budget Unallotted to Date Cash Requested

No items to show.

Total \$0 \$0 \$0

Receipts

Edit Row Remove Row(s) Sort Rows Cancel Edit

CC# Account# Cash Requested Add

Cost Center Account Number Account Description Budget Unallotted to Date Cash Requested

No items to show.

Total \$0 \$0 \$0

Summary

Cash Requested

Export PDF Save Draft Save & Close Validate Delete Request

The Account Number and Cash Requested fields are required when entering requirements in a Capital allotment form. Cost Center is an optional field, and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers and there are costs centers established for the selected Fund/Project code.

The Account field will present a list of accounts once the user has entered three digits into the field. Since accounts are so numerous you may narrow the list down by entering the first few digits, or you may type the full account code in the field.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

537

Cash Requested Add

Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
537000	LAND	\$0	\$0	\$50,000
537100				
537101				
537102				
537103				
537104				
537105				
537106				
537107				
537108				
537109				
537110				
537111				
537112				
537113				
Total		\$0	\$0	\$50,000

Receipts

Edit Row Sort Rows Cancel Edit

CC#

Cash Requested Add

Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
No items to show.				

Once selected or typed in, the account code will populate the form. If choosing from the dropdown list, the list will disappear upon selection. Selection of an account code will also cause the adjacent account description field to populate.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

537100 RESERVE-INDIRE

Cash Requested Add

Click in the Cash Request field and enter an amount for the account.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

537100 RESERVE-INDIRE

Cash Requested Add

Click the Add button and the row will populate the Requirements grid, clearing the fields for entry of another row.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

Account#

Cash Requested Add

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
	5341XX	LAND	\$0	\$0	\$50,000
	537100	RESERVE-INDIRECT COST DFR	\$0	\$0	\$0
Total			\$0	\$0	\$50,000

Repeat the above process to add all the Requirements rows necessary for the Capital Allotment form you are creating.

To edit a row that has been entered, click on a row to highlight it and click the Edit Row Button:

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

5341XX LAND 50000 Update

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
	5341XX	LAND	\$0	\$0	\$50,000
	537100	RESERVE-INDIRECT COST DFR	\$0	\$0	\$0
Total			\$0	\$0	\$50,000

Once the edit button is clicked, the data in the selected row will populate the Edit/Add row line at the top of the grid. When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

5341XX LAND 50000 Update

Once Update has been clicked, the add/update row will clear and the updated data will show in the grid below.

To delete a row that has been entered, click on a row to highlight it:

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

Account# Cash Requested Add

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
	5341XX	LAND	\$0	\$0	\$50,000
	537100	RESERVE-INDIRECT COST DFR	\$0	\$0	\$0
Total			\$0	\$0	\$50,000

Click on the Remove Row(s) button, and a confirm deletion message box will appear.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

Account# Cash Requested Add

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
	5341XX	LAND	\$0	\$0	\$50,000
	537100	RESERVE-INDIRECT COST DFR	\$0	\$0	\$0
Total			\$0	\$0	\$50,000

Confirm

Are you sure you want to remove the selected Row(s)?

OK Cancel

To cancel the deletion, click the Cancel button, to complete the deletion, click the OK button.

To Sort the rows that you have entered, click the Sort Rows button.

Requirements

Edit Row Remove Row(s) **Sort Rows** Cancel Edit

Account#

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
	5341XX	LAND	\$0	\$0	\$50,000
	537100	RESERVE-INDIRECT COST DFR	\$0	\$0	\$0
Total			\$0	\$0	\$50,000

The rows will sort in Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

If a row has been selected for edit by highlighting and clicking the Edit Row, but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.

Requirements

Edit Row Remove Row(s) Sort Rows **Cancel Edit**

5341XX LAND 50000 Update

Cost Center	Account Number	Account Description	Budget	Unallotted to Date	Cash Requested
	5341XX	LAND	\$0	\$0	\$50,000
	537100	RESERVE-INDIRECT COST DFR	\$0	\$0	\$0
Total			\$0	\$0	\$50,000

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

Add as many rows of receipts as appropriate to complete the Capital Allotment form.

The Summary table at the bottom of the Budget Tab displays three lines: Total Requirements, Total Receipts and Appropriation.

Summary

	Cash Requested
Total Requirements	\$50,000
Total Receipts	\$12,000
Appropriation	\$38,000

The Summary table will add all Requirements entered in this form and display them on one row. The Summary table will also add and Receipts entered in this form and display them in a second row. The Appropriation row will then calculate Requirements minus Receipts and display that amount in the final row.

At the bottom of the Allotment form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Usage of these buttons is standard within the IBIS application and their functionality is covered in the "Standard Form buttons" training document located on the [IBIS website](#).